eMARS User Group Meeting
December 13, 2005

Meeting Agenda

- Welcome
- Project Status
- Accounting Templates
- Changes to UPPS
- Interfaces
- Training Status
- Agency Implementation Status
- Data Conversion
- Procurement/Payable Matching
- Questions

Project Status

- CGI-AMS software enhancements delivered and system testing underway
- Preparing for User Acceptance Testing and Performance Testing
- COT software enhancements nearing coding completion. Will begin System Testing this week
- Training materials being developed
- Production hardware on-site
- Agency and Central Implementation tasks underway

Accounting Templates

- What is an accounting template?
  - Coding reduction tool enabling one code to be entered which looks up a combination of other codes

- Why use an accounting template?
  - Enables central fiscal shops to code combination of elements that agency personnel may select based on its title.
  - Enables central fiscal shops to change elements that agency personnel use without a massive training effort.

Accounting Templates

- ## How do they work?
  - Departmental user selects the appropriate template code, and the accounting elements are populated upon document validation.

- ## May we use an accounting template for the majority of the elements and code the others?
  - Yes, the user can either code the special element(s) prior to validating, or change it after validation. Object code is one code that you might not want to include.

- ## Can they be used on-line or through interfaces?
  - Both, the eMARS project is encouraging their use through both on-line entry and batch interfaces.

Accounting Templates

- What is the difference between a template and a profile?
  - A template stores one combination of accounting elements and may be selected on any eMARS document.
  - A profile stores multiple combinations of accounting elements with a percentage associated with each combination, and may be selected only on procurement documents (those with commodity codes).

- UPPS will only allow entry of the following classification elements on any of its screens:
  - Accounting template
  - Unit
  - Location
  - Activity

- The only required element will be template

Changes to UPPS

- UPPS will edit to ensure the template entered is valid in eMARS in combination with the employee's department

- If Unit, Location, or Activity are entered, UPPS will edit to ensure they are valid in eMARS in combination with the employee's department

- UPPS will continue to provide the following services to users:
  - There will be a department default structure that will be charged if the user codes an invalid classification element
  - There will be a primary classification structure stored for each employee (P Screen)
  - If the user wants to override the primary classification structure for the employee, they can still do so, by either entering a different value in any of the 4 classification fields, or dollar signs to blank out the field

Interfaces

- Inbound interface test files should be delivered to the eMARS Interface Team for testing before 1/31/06.

- eMARS Interface Team is available to answer questions

- Changes to both checkwriter and regular interface design documents were made in the last 2 weeks

- Internal billing agencies need to know the appropriate unit and template codes to place on their interfaces to bill departments for their goods and/or services
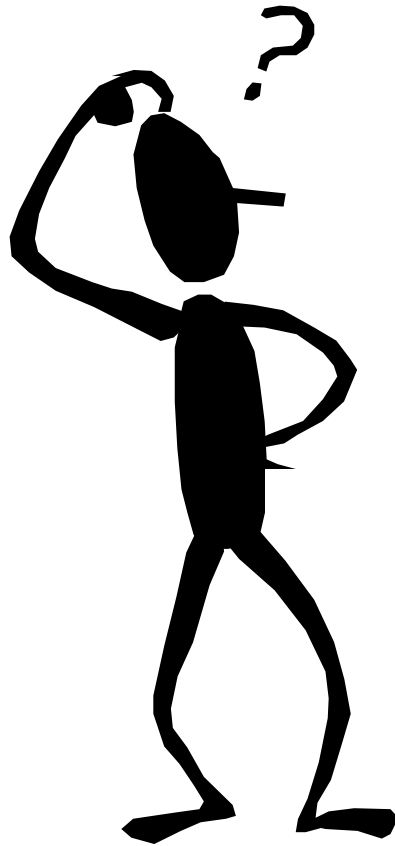
Questions?

eMARS Training Status

eMARS Training Status

- **Training Needs Assessment**

  - 2,500 Users Requiring eMARS Training
  - 250 Training Sessions Required
  - 14,000 Participant Days

Facilities Assessment

– Frankfort

– Statewide

Instructor Assessment

– Facilitators: assist participants as required

– Facilitators still needed

– Trainers: deliver end user training

- ## **Pathlore TTL Assessment**
  -   9 Agencies With Access
  - 34 Agencies Requesting Access
  - 93 Outstanding Responses
    - Many of these may already have access
    - We need to hear from you
    - **"First Come - First Serve"**

eMARS Training Status

- **eMARS Training Catalog:**
  - Available 1/16/06
  - Registration Process
  - Training Approach
  - Course Descriptions
  - Registration Form
  - TTL Contact Information

eMARS Training Status

- **TTL Meeting with Pathlore Overview**

    January 25th & 26th

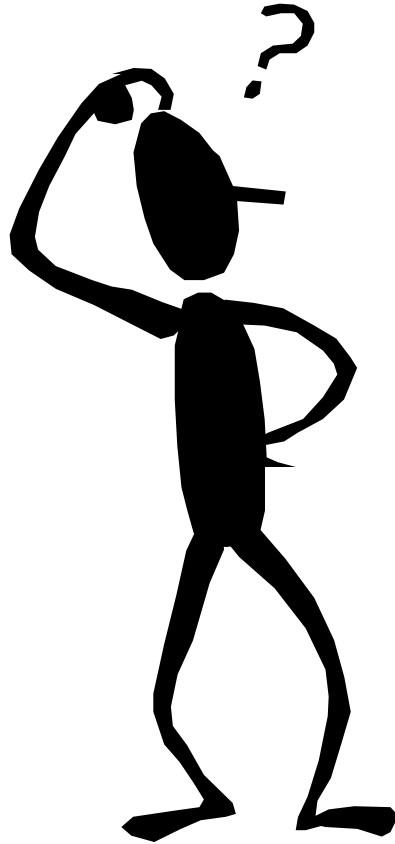   801 Teton Trail

    9:00 AM – 12:00

eMARS Training Status

- **eMARS Training Approach**
  - Instructor Lead Training (ILT)
  - Independent Study Guides (ISGs)
  - Video Help
  - eLearning "Virtual Classroom"

Questions?

Agency Implementation Status

Agency Implementation Approach

eMARS Project Team Structure

- Project Agency Implementation Leads
    - Commonwealth: Connie Camden
    - CGI-AMS: Karen Wardrip

- Agency Implementation Lead (AIL)
    - Agency Implementation Team Leads:
        - Subject Matter Experts (SMEs)
        - Policy and Procedures Lead
        - Training Lead
        - Technical Lead
        - Communication Lead
        - Interface Lead
        - Security and Workflow Lead
        - Reporting Lead

- Agency Liaison Manger (ALM)

eMARS Agency Implementation Guide (AIG)

- Background Information of the eMARS implementation

    – Key eMARS organizational information

    – Overviews of business functional areas such as Chart of Accounts, Purchasing and Payables, Travel, etc.

    – Overviews of implementation activities such as Interfaces, Reporting, and Security and Workflow

- Roadmap for implementation

    – Detailed step by step tasks to complete each stage of implementation

    – Checklists to track task completion

    – Forms to facilitate gathering information

eMARS Project Repository

http://finance.ky.gov/internal/emars/

Kentucky Finance Cabinet > Internal Resources > eMARS > Resources

eMARS – enhanced Management Administrative Reporting

Our Cabinet

Doing Business With Kentucky

Internal Resources

- Archibus
- Cabinet Standard Procedures
- Customer Resource
- eMARS
- Emergency Procedures
- MARS
- Postal Services
- Printing Services
- Procurement Cards
- Surplus Property
- Travel Regulations

Communication

- Newsletters (12/08/05) *update*
- Presentations (12/07/05) *update*
- Agency Implementation Contacts (11/30/05)
- Q&A
- Contact Us

eMARS Project Team Info

- Project Goals and Objectives (10/19/05)
- Project Team Organization Chart
- Project Team Contact Information (11/10/05)

Training

- Registration
- Logistics
- Training Materials (11/2/05)

Support Orgs

- Customer Resource Center
- Statewide Accounting Services
- Commonwealth Office of Technology
- Office of Material and Procurment Services
- MARS

A.I.L. Documentation

- Agency Implementation (12/07/05) *update*
- Cost Accounting (12/09/05) *update*
- Chart of Accounts (COA) Plan (11/30/05)
- Conversion
- Financial
- Interfaces (11/28/05)
- Procurement
- Reporting
- Vendor Self Service (VSS)
- Security/Workflow Approvals (12/7/05) *update*
- Surveys (10/28/05) (Training, Reports, Interfaces, System Inventory)

Agency Implementation Status

What's been done?

- **Meetings and Training Sessions**
  - AIG Release 1 and 2 Meetings
  - COA Meetings with Cabinets
  - Cost Accounting
    - Federal Fund Cash Cleanup Conversion
    - Grants Data Collection
  - Interface Training
  - eMARS Security and Workflow Rules
  - eMARS Agency Specific Report Process
  - AIL and Implementation Team Training
    - Technology Based Learning (TBLs)
    - Independent Study Guides (ISGs)

Agency Implementation Status

What's been done?

- AIG Tasks completed to date (or should be…)
  - Develop Agency Goals & Objectives
  - Complete Planning Questionnaire
  - Gather MARS Agency COA Codes
  - Identify/Confirm Agency Interfaces and Develop Task Plan for Interface development and testing
  - Validate and Prioritize Agency-Specific Reports
  - Identify Team Members to Test Workflow Rules
  - Identify Grants to be converted and submit T-GrantstoConvert table to eMARS Functional Team
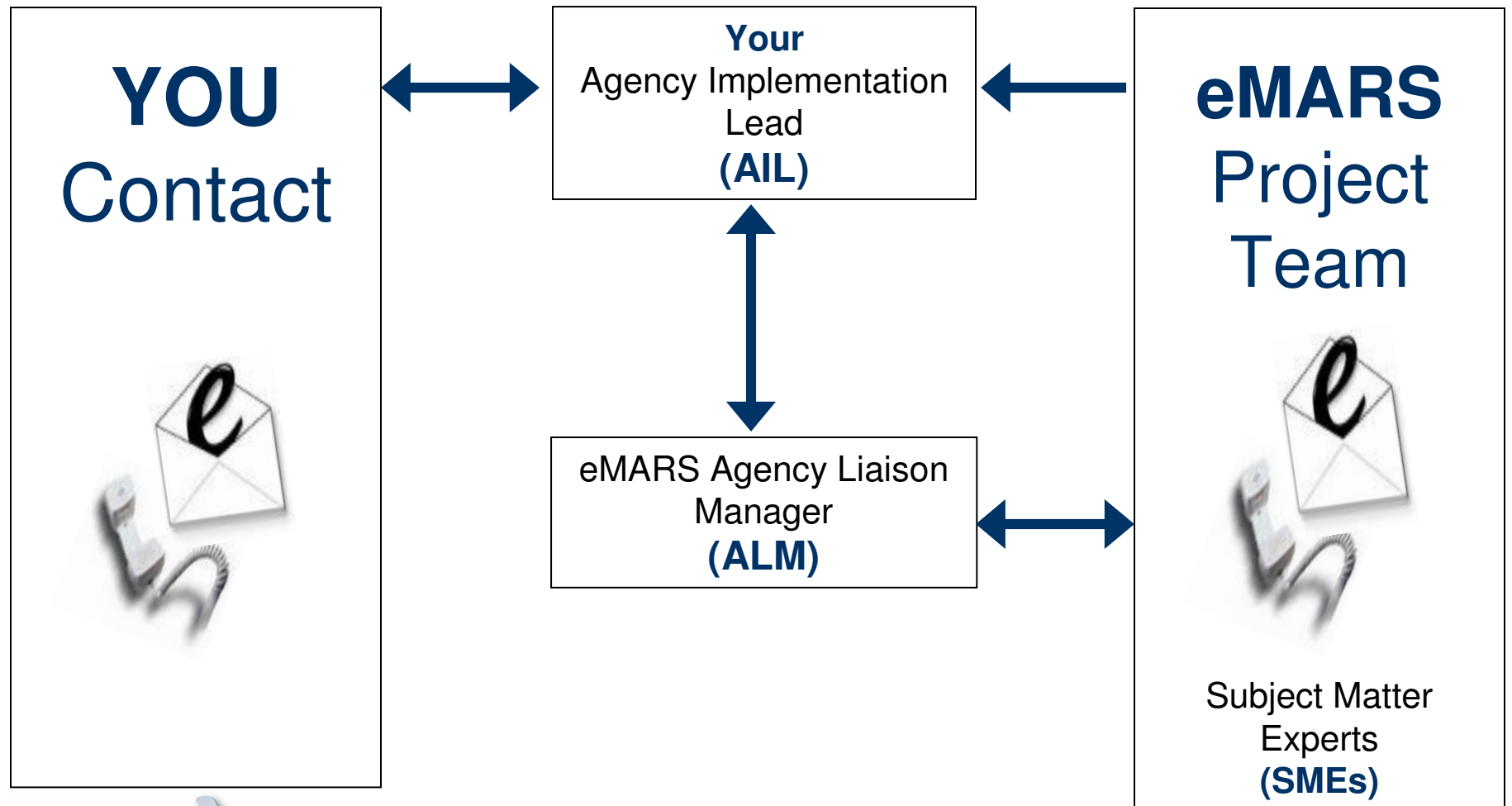
Agency Implementation Next Steps

- **Complete AIL and Implementation Team Training**
  - Technology Based Learning (TBLs)
  - Independent Study Guides (ISGs)

- **AIG Release 3 Session (Dec 19 & 20)**
  - Checkpoint for AIG Tasks in previous releases
  - Review of Release 3 Content
  - AILs will meet with their ALMs
  - ALMs to collect and assess status on AIG tasks due

- **Attend Workflow Rules Tester Training**

Agency Implementation Next Steps

What's in progress?

- AIG Tasks in progress and to be completed thru 1/15 (or should be…)
  - Define Program Budget and Cash Control Structures and review with GOPM
  - Define Agency COA, Accounting Templates and Agency Organizational Structure for eMARS Units
  - Design and Develop Changes to Agency/Legacy System to use eMARS
  - Develop and Unit Test Interface Software
  - Determine Agency-Specific Data Conversion Requirements
  - Develop Workplan for Reports Development
  - Identify Agency Specific Workflow Rules
  - Dispose of Cash Balances for Grants that will not be Converted to eMARS
  - Complete and Submit Initial Projects and Grants cross-walk table

eMARS Project Communication

YOU
Contact

Your Agency Implementation Lead **(AIL)**

eMARS Agency Liaison Manager **(ALM)**

eMARS Project Team

Subject Matter Experts **(SMEs)**

eMARS Data Conversion

Data Cleanup

- Vendors
- Chart of Account Elements
- Grants/Projects
- Debtor Vendor

Data Conversions

- Chart of Accounts
- Capital Project Budgets
- Vendors
- Commodity Codes
- Requisitions & Solicitations
- Encumbrances
- Master Agreements
- Receivables

- Payables & Disbursements
- Debtor Vendor (Vendor Offsets)
- Fixed Assets
- Inventory
- Grants & Projects

Conversion Key Dates

- Monday, May 15 – eMARS goes live (Limited Processing)
- Saturday, July 1 – Beginning of FY2007 (Full Processing)
- Tuesday, July 4 – Close Encumbrances in MARS
- Thursday, July 6 – Soft Close Period 12 FY2006
- Friday, July 7 – Hard Close Period 12 FY2006
- No Period 13 in MARS for FY2006
- Weekend of July 8 – 9

Chart of Accounts

- Loaded to Production via Excel Spreadsheets before May 15th

- Central Element Spreadsheets will be done by the eMARS project team

- Departments will be given lists of MARS Departmental COA Elements and blank eMARS Departmental Chart of Account Excel Spreadsheets

- Cash Balances & Balance Sheet Balances – Weekend of July 8-9

Budgets

- FY2007 Operating & Capital Project Budgets will be loaded to Production via a BRASS interface – June 2006

- Open Capital Projects will be converted – Weekend of July 8-9

- Capital Projects will be loaded with current budgets

- Capital Project life to date expenditures and revenues will be loaded

Vendors (May 15)

- Inactive Vendors will not be converted unless Last Action Date is after January 1, 2006
- Corresponding EFT Payment information will also be converted
- Vendor Numbers will be system generated in eMARS
- A crosswalk between MARS vendor numbers and eMARS vendor numbers will be created
- Primary Contacts will be converted from PD
- KY & MD vendors will be loaded via Medicaid & Personnel interfaces

Commodity Codes (May 15)

- Commodity Codes will be converted
- eMARS Commodity Codes will be 5 digits instead of 11
- Only Class & Item codes will be used
- Group & Detail fields will be dropped
- There are spaces to add certain codes if additional differentiation is needed

Requisitions & Solicitations

- Requisitions & Solicitations will not be converted into eMARS

- If the contract has not been awarded the Requisition must be re-entered in eMARS

- Open Solicitations must be re-entered in eMARS

- Solicitations closing after July 1 should be initiated in eMARS after May 15

Encumbrances (July 8-9)

- Open Encumbrances will be converted with the following exceptions:
  - Open Balance < $1000.00
  - Interdepartmental Purchase Order (PO in PD)
  - Delivery Orders where the Master Agreement is not being converted
  - CPES Contracts
- Only the Central Chart of Account Elements will be converted to eMARS documents
- In eMARS, COA elements can be added or changed on payment documents which reference contracts
- Agencies should analyze all OPEN encumbrances to confirm they are still valid contracts.
- Agencies will receive a list of encumbered contracts not being converted if they wish to re-enter any of them

Master Agreements (June 27)

- No new MAs can be created in MARS after June 20
- Open Catalog Master Agreements will be converted
- Released Master Agreements with an expiration date after July 1, 2006 will be converted
- Only the latest version of the MA or CMA will be used for the conversion
- MAs will not be converted if they have been Terminated or Cancelled
- MAs and CMAs will be converted to different types of documents in eMARS based on Document Sub Type in PD
- Buyers should take the opportunity to extend the expiration date in PD

Receivables

- Customers & Open Receivables will not be converted into eMARS

- Customers can be set up in eMARS beginning May 15th

- Receivables can be entered directly into eMARS beginning May 15th

- Revenue received prior to the close of FY2006 should be entered into MARS for FY2006

Payables & Disbursements

- Payments may be made in MARS until the soft close of Period 12 in FY2006

- P-Card Payments processed in PD before July 1 will be disbursed in MARS

- Payments processed in MARS will be disbursed and reconciled in MARS

- Outstanding checks/EFTs will not be converted to eMARS

- Checkwriter files for FY2006 must be processed in MARS

Debtor Vendor (June 30)

- Non-Interfaced debt records will be converted for Active debts with an Outstanding Balance

- Agencies with MARS Debtor Vendor records (DVND table) will receive an Excel spreadsheet with their records

- They will be required to verify the debt information, update a few fields that aren't in MARS, and maintain the balance until June 30 when the records will be loaded into eMARS

- Between July 1 & July 7, payments could be intercepted in both systems. Agencies will be responsible for updating the Outstanding Amount in both MARS & eMARS

Fixed Assets (June 30)

- Un-disposed Fixed Assets will be converted via FA documents in eMARS

- Accounting entries will only have Central Chart of Account Elements

- Depreciation balances will not be converted

Inventory (June 30)

- Active Warehouses will be converted
- Inventory Items will be converted from INVN, INV2, & INV3

Grants & Projects (June 30)

- Only Active Grants will be converted

- All Federal Fund cash balances to be identified with grants when converted to eMARS

- Federal Fund cash balances identified with grants that will not be converted must be moved out of the Federal Fund in MARS

- Grants to be converted must be cross-walked to new Major Program structure using Major Program Structure (MPS) Access database, which will be used to load eMARS

- No plan to convert inception-to-date revenues and expenditures. Agencies that want to do so will be provided with spreadsheets and instructions

- Agencies will load budgets representing available amounts as of beginning of eMARS unless they load inception-to-date revenues and expenditures:
  - Initial estimate will be loaded via MPS database
  - Adjustments to final amounts will be recorded directly in eMARS

Data Conversion
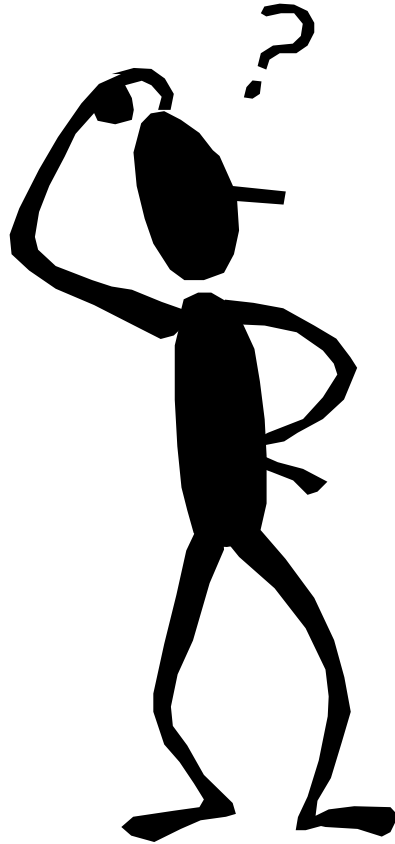
Questions?

eMARS Matching Requirements

- Matching requirements are at the individual award level.

- Most agencies are selecting "Invoice Received"

- Contracts are being modified to remove receiving requirements.

Policy Requirements

FAP-111-41

- To the maximum extent possible, agencies will utilize the receiving document in the state's procurement system

- Matching requirements are established at the document code level.

- All awards of the same document code (CT, PO, DO) must have the same receiving requirements throughout the system.

- Through the use of Procurement Type and Cited Authority, the permitted resulting documents will require appropriate receiving requirements

- For those combinations of Procurement Type and Cited Authority resulting in the procurement of "Goods" 3-way match will be the only option.

The Receiving Function

- Individuals actually receiving the goods should verify the receipt by completing the receiver. (Receiving Dock or End User)

- Invoices should be delivered to the Accounts Payable Office.

- Different parties should be completing these separate actions.

Why Do This?

- Segregation of Duties.

- More efficient delivery of goods to end user.

- Compliance with Commonwealth Policy.

How 3 Way Match Works

- Award is Created

- End User receives goods and matches to a Receiver Document. (Enters quantity received)

- Accounts payable records receipt of invoice (Enters actual invoice date and vendor invoice number)

- The System detects the receipt and invoice and generates the vendors payment on appropriate date.

Receivers require no additional approvals.

- Individual receiving is signing off by submittal.
- Effect is the same as signing the packing slip.

Invoice requires at least 2 approvals

- As this action results in a disbursement, separate approvals are required.

The same individual cannot create both a receiver and an invoice.

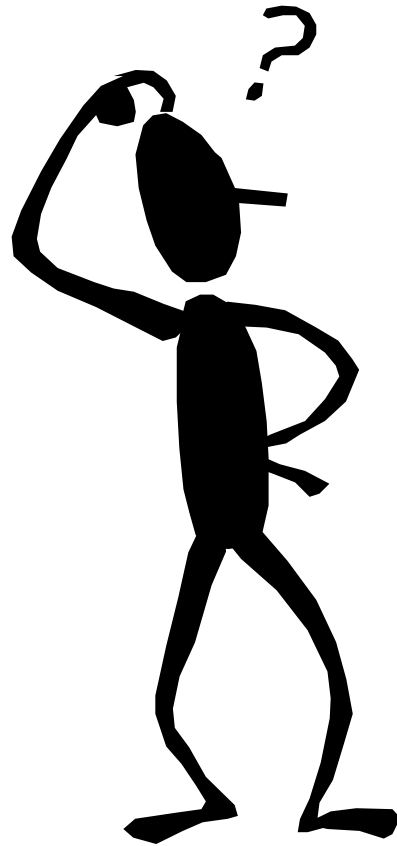Agencies will be required to comply with the 3-way match requirement.

If an agency can demonstrate valid justification as to why they should be exempt from receiving requirements, they must submit a letter of request to the Office of the Controller. Requests will be reviewed on a case by case basis.

- Consider whom in your department will be recording the receipt of goods in the system. Will they need training?

- Consider if any of your internal business processes will need to be modified to meet this requirement.

- "The most successful businessman is the man who holds onto the old just as long as it is good, and grabs the new just as soon as it is better."
  Robert P. Vanderpoel

- "Some people change when they see the light, others when they feel the heat."
  Caroline Schoeder

- "Nothing is easy to the unwilling."
  Thomas Fuller

Questions?